

Accelerated Graduate Degree Programs Proposal Template

Overview. This template was created to: 1) provide a general overview of the basic elements of accelerated graduate degree programs at the University of Missouri; 2) articulate what must be contained in a proposal for an accelerated program so that the Provost's Office and the Graduate Faculty Senate can effectively evaluate the merit of a proposed program; and 3) explain the review and approval process for accelerated graduate degrees.

The expectation of the Provost's Office is that accelerated programs should be created for *high-achieving* and *high-quality students* with the ability to complete a bachelor's and a master's at an accelerated pace. Students being considered for an accelerated graduate program must have a **cumulative** GPA of >3.5 and have completed at least 90 hours which includes all general education and academic program requirements. Programs **cannot** consider nor admit students with a lower GPA or fewer than 90 credit hours; however, individual programs can set these eligibility requirements at a higher level (e.g., 3.8 cumulative GPA; 105 credit hours). Programs can also have additional requirements, such as being an Honor's student or the completion of an internship prior to admission. Once a student has completed 90 credit hours, they will be admitted as **provisional graduate students** to accelerated graduate degree programs. Students can take up to 15 hours of credit that will count toward both the undergraduate and the graduate degrees (shared credits). As a provisional graduate student, the student will be charged at the undergraduate rate for their coursework. Once students obtain 120 hours, the bachelor's degree will be conferred and they will become **graduate students**, which gives them the rights and responsibilities of all graduate students at the University of Missouri. At this point, students will be charged at the graduate rate for their coursework. Students are required to be enrolled as full-time graduate students at MU for a minimum of one academic year and a minimum of 18 graduate credits must be obtained after the bachelor's degree is conferred.

Once a student's status changes from undergraduate to graduate, they will no longer be eligible for undergraduate aid and tuition prices, but will be eligible for graduate aid and assistantships. Students entering these programs must be aware of this issue and will be required to sign an agreement, indicating that they understand these implications. A template for this agreement can be found at **xxx**.

Accelerated programs must be based upon existing graduate degree programs. If all courses required for the accelerated program do not exist, a Course Proposal Form must be completed for each new course. This electronic form can be located on the Office of the Registrar's website at <http://registrar.missouri.edu/>. New resources should not be required unless there is a significant increase in the number of students.

Instructions. The first three pages of this document contain an outline of the proposal template and instructions. The template for material to be submitted begins with the cover sheet on page 4. When you submit your final proposal, please delete all instructions. At a minimum, an accelerated graduate degree program proposal should contain the information outlined in the template. Additional information that strengthens the case for the program may be added.

Proposal Preparation and the Approval Process. When an academic program begins discussions about offering an accelerated graduate program, they should contact Graduate Studies for guidance on the overall process. Graduate Studies will first determine if the planned accelerated program is an internal program, or if it is being developed as an accelerated program with another university

(external). If it is an external program, rather than completing an Accelerated Graduate Degree Proposal, the academic program must complete a memorandum of understanding (**see xxx for details**). Once the program completes their proposal, the proposal should be sent to the Office of Graduate Studies at graduaterrecords@missouri.edu. The proposal will be reviewed to ensure it is complete. Graduate Studies may request additional information if necessary. The proposal will then be forwarded to the Graduate Faculty Senate (GFS). The GFS review will 1) ensure that all courses listed exist; 2) determine if there is redundancy in any programs; and 3) check to ensure the plan includes the minimum requirements of one year of full-time graduate enrollment at MU and 18 graduate credits following the awarding of the bachelor's degree. The GFS may also request additional information. After review, the GFS can take one of three action steps:

1. Approve and forward to the Provost's Office for final review.
2. Request the program revise and resubmit their proposal based on specific feedback from the GFS.
3. Conclude that the proposed accelerated graduate program should not be approved.

If the proposal is forwarded to the Provost's Office, it will be reviewed to determine if it fits the overall mission of the University and either approved or denied. The Provost's Office also has the authority to request additional information during the review. Programs will be notified of the decision by the Provost's Office. If an accelerated program is not approved, the program will be notified of the decision and will be provided with details about the decision. If approved, programs are then free to advertise and recruit for their accelerated program. Programs will be expected to track pre-determined outcomes identified in their proposal (see section 3.C). Finally, the accelerated graduate program will be reviewed as an independent program via the Program Assessment process, which occurs approximately every 5 years (<http://provost.missouri.edu/assessments-and-accreditation/program-assessments/index.php>). **Please see xxx** for a process flow of the full process.

It is **STRONGLY** recommended that the proposal be read by at least two reviewers before sending it to the Office of Graduate Studies and Graduate Faculty Senate for review. One reviewer familiar with the field should critique the content. The second should review and edit for thoroughness, organization, grammar, basic formatting and clarity.

Outline for Accelerated Graduate Degree Program Proposals

Cover sheet: New Degree Program Proposal

Signature Page

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Appendices: Support Letters, Survey Data, Course Descriptions and Outcomes, etc.

ACCELERATED GRADUATE PROGRAM PROPOSAL COVER SHEET

College or School: _____

Department: _____

Program Title: _____

Degree: _____

Options (emphasis areas): _____

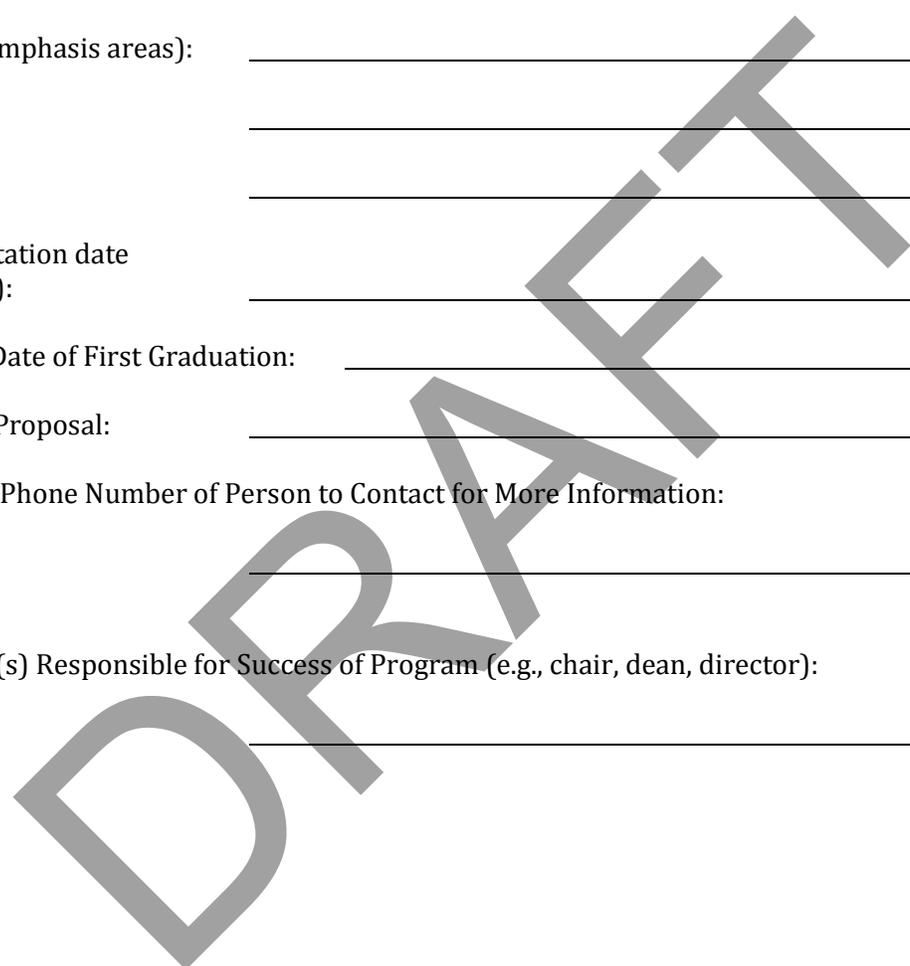
Implementation date (Semester): _____

Expected Date of First Graduation: _____

Author of Proposal: _____

Name and Phone Number of Person to Contact for More Information: _____

Individual(s) Responsible for Success of Program (e.g., chair, dean, director): _____



SIGNATURE SHEET

Director of Graduate Studies: _____

Department Chair/Division Director: _____

Dean of School/College: _____

DRAFT

Accelerated Graduate Program Proposal Template

Table of Contents

Provide a table of contents for the proposal.

Executive Summary

Provide a one-page executive summary of the proposal. The executive summary should briefly describe the program; address the importance of the program with respect to the needs and/or mission of the department, college, and campus; address economic feasibility; and include any additional information that strengthens the case for the program.

1. Introduction

- Summarize the academic components of the program and provide examples of career paths that graduates could follow.
- Provide data about numbers of students and graduation rates for graduate students in the program's traditional program.
- Provide a compelling reason for creating an accelerated master's program. Address how the accelerated program will benefit the department and students.
- Provide the name of the person and the department responsible for the success of the program.

2. Business-Case: Criteria and Justification

2.A. Benefits for Students and for the Program

- Aside from reducing the amount of time it takes students to complete a master's degree, discuss the benefits this program will have for students.
- Discuss the benefits adding an accelerated graduate program will have to the program.

2.B. Student Demand for Program

- Show evidence of sufficient student demand.
- Complete Table 1. Provide an estimate of the MU and transfer student (not students who moved from other MU Programs) enrollment in the program for fall semester of the first five years. Provide justification for the projections based on analyses of market and student demand. The Graduate School will use these numbers to monitor the progress of the program.

Table 1. Student Enrollment Projections (anticipated total number of students enrolled in program during the fall semester of given year).

Year	1	2	3	4	5
MU Students Enrolled					
Transfer Students Enrolled					

2.C. Departmental Capacity

- Project the burden of the accelerated program on existing resources. Provide evidence that there are sufficient students and funds available to implement and sustain a high quality program without compromising the quality of existing programs.

2.C.1. Impact on Resources

- If student enrollment projections are expected to exceed xx% of the current master's level student enrollment, additional resources may be required and programs must identify any new resources (faculty, facilities, etc.) needed and provide an explanation of each item.

2.C.2. Revenue

- Explain all sources of revenue. Projections of revenue from tuition and fees should be based on new students to the campus.

2.C.3. Net Revenue

- Discuss the expenses and revenue associated with the program and estimate when the annual revenue will exceed the annual expenses, and the breakeven point, i.e., cumulative expenses equal cumulative revenue. Programs must address the potential lost revenue from the 4th year of undergraduate tuition.

2.D. Business and Marketing Plan: Recruiting and Retaining Students

- Describe the initial marketing plan for the new degree program. Describe how you will attract students to the proposed program. Include the names and positions of the individuals responsible for marketing the program.
- Estimate the costs for marketing.
- Describe plans to retain students through graduation.
- Describe plans to ensure program enrollment outcomes are achieved.

3. Program Characteristics

3.A. Program Outcomes

- List learning outcomes for the overall program, not individual courses, i.e., what students are expected to know and to be able to do upon completion of the program.

3.B. Program Structure

- Give an overview of the structure of the program.
- Complete the Program Structure Form.
- Describe sequence of courses. Include course numbers. Note the prerequisite sequences and the rationale for each sequence.
- Describe how this program meets program accreditation requirements, if applicable.
- Describe what financial support students may be eligible for (e.g., fellowships, assistantships) and at what point in the program.

PROGRAM STRUCTURE

1. Total credits required for graduation (must be at least 138 total credit hours) [See Overview on page 1]:
 - a. Total undergraduate credits: _____
 - b. Total of dual credits*: _____
 - c. Total graduate credits: _____

2. Residency requirements, if any:

3. Core courses required to complete the MA/MS (at least 15 hours must be 8,000 level and above)

Year 1 of Master's (as Provisional Graduate Student)

Course number	Course title	Credit hours
Total hours		

Summer Semester

Course number	Course title	Credit hours
Total hours		

Year 2 of Master's (As Graduate Student [minimum of 18 credits])

Course number	Course title	Credit hours
Total hours		

4. Requirement for thesis, internship or other capstone experience:

5. Any additional features of the program:

3.C. Program Goals and Assessment

- Describe the process for assessing learning outcomes.
- Provide goals regarding retention and graduation rates.
- Project the number of graduates per annum at three and five years.
- Estimate the proportion of students who will achieve licensing, certification or registration, if applicable.
- Estimate the placement rates in related fields, in other fields, and unemployed.
- Describe additional measures of success that will be used for the program.

3.D. Student Requirements and Admissions

- Describe the basic eligibility requirements.
- Describe any special admissions procedures or student qualifications required for this program exceeding the minimum (e.g., ACT score, completion of an internship, portfolio, personal interview, Honor's College, etc.).

3.E. Faculty and Administration

- Provide the name and position (or title) of the individual who will be responsible for the success of this program, and give the percentage of this individual's time that will be dedicated to the program.
- Explain how the instructional needs will be met. List the names and positions of faculty who will teach or advise students in the program. Include the approximate percentage of each individual's time that will be dedicated to the program.
- Describe any special requirements (degree status, training, etc.) for assignment of teaching for this degree program.
- Describe expectations for faculty involvement in professional activities, special student contact, teaching/learning innovation.

3.F. Alumni and Employer Survey

- As part of an assessment plan, describe what methods will be used to survey alumni. Provide a schedule for conducting surveys and include expected outcome metrics and satisfaction rates.
- As part of an assessment plan, describe what methods will be used to obtain feedback from employers of graduates. Provide a schedule for obtaining feedback and include expected outcome metrics and satisfaction rates.

Appendices

- Include additional appendices as needed to provide support for the creation of an accelerated graduate program.